

COMMERCIAL RECYCLING REQUIREMENTS IN ALEXANDRIA

On July 1, 2006, the City Council passed a mandatory recycling ordinance for all commercial businesses and multi-family properties. Since then, over 70% of the commercial properties in the City have submitted a Recycling Implementation Plan (RIP form) and have established a recycling program in accordance with the City Ordinance.

WHY IS THE ORDINANCE NECESSARY?

- The State of Virginia requires all jurisdictions to achieve and maintain a 25% recycling rate.
- Businesses and Multi-Family properties account for more than 70% of the City's solid waste stream thus making commercial recycling imperative for achieving the City's recycling goal of 50%.

WHO IS REQUIRED TO RECYCLE?

- Businesses and Commercial Offices
- Multi-Family Properties
- Federal, State and Local Government Offices
- Apartments and Condominiums
- Home Owners Associations (HOA)
- Condo Owners Associations
- Educational & Non-Profit Institutions
- Residential properties classified as commercial properties by the City

WHAT IS A RIP FORM?

In 2010, The **Recycling Implementation Plan** and **Recycling Data Sheet** were combined into a single form to be submitted yearly by the Property Owner, Business Owner, or Property Management Company responsible for the contracting of Trash and Recycling services. The RIP form details:

- Contact information for businesses or designated representatives
- Materials being recycled
- Hauler names for both trash and recycling
- Container sizes, quantity and collection frequency
- Population of building
- Educational methods for informing employees about recycling

WHAT ARE THE PENALTIES FOR NOT SUBMITTING THESE FORMS?

Penalties range up to \$1,500 per month depending upon the volume of trash generated at the property.

(Refer to Sec. 5-1-97 of the City ordinance for more details)

HOW ARE THE FORMS SUBMITTED?

- RIP forms are now designed to be submitted electronically through a secure City web site
- Notifications containing instructions on how to submit your RIP forms will be mailed at least 60 days prior to the deadline for submission
- Properties without internet access may contact the Commercial Recycling Specialist at: **(703) 746-4135** for assistance.

WHAT MATERIALS HAVE TO BE RECYCLED?

Businesses - All businesses must recycle the two (2) materials that they generate in the largest quantities at each location.

Recyclable materials may include:

- Mixed Paper (as specified by your recycling service provider)
- Corrugated Cardboard
- Food and Beverage containers (Aluminum, plastic, metal)
- Scrap metal
- Used motor oil or tires
- Clean wood or pallets
- Restaurant grease and oil

Multi-Family Housing - including Apartments, Condos and HOA's **must recycle** the following:

- Mixed Paper
- Corrugated Cardboard
- Food and Beverage containers (plastic, aluminum or metal)

NOTE: Single Stream Recycling – is an acceptable substitute for source separated recycling of 2 or more materials in all instances.

Visit www.alexandriava.gov/Recycling for more information on acceptable recyclable materials or how to implement a new recycling program.

WHAT IF I DON'T GENERATE ANY RECYCLABLES?

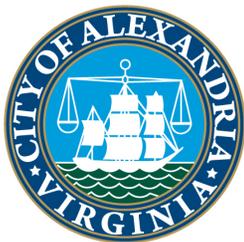
Please note this on your RIP form in the comments section and you will be allowed to apply for a temporary exception for up to 1 year.

Recognizing that managing waste is a public health issue as well as a quality of life issue, Alexandria will maintain a well-preserved public image by managing, handling, and disposing of solid waste in an environmentally sustainable manner.

HOW TO SET UP A RECYCLING PROGRAM

A Recycling Program can be set up in 4 easy steps:

1. Ensure management support and designate a recycling coordinator
2. Plan and set up a collection and storage system
 - Determine what materials you need to recycle
 - Contact your hauler for services and pricing
 - Keep it simple and convenient
3. Promote the program and provide basic recycling education
 - Make sure all recycling containers are clearly labeled
 - Notify your tenants and staff in accordance with City regulations
4. Monitor, evaluate, and reinforce good recycling habits



ADDITIONAL RESOURCES

The following resources for creating a recycling program can be found online at: www.alexandriava.gov/Recycling:

- Permitted Hauler List
- Educational Signs & Flyers
- Janitorial/cleaning staff information
- Sample contract language
- Labels for containers



QUESTIONS OR NEED ADDITIONAL ASSISTANCE

For more information about how to set up your commercial recycling program or submit your annual RIP form, please visit our "Recycling at Work" website at: www.alexandriava.gov/Recycling

Or contact the City's Commercial Recycling Specialist at:

commercialrecycling@alexandriava.gov

Tel: (703) 746-4135

We'll be happy to assist you.



**RESOURCE RECOVERY
DIVISION
DEPARTMENT OF
TRANSPORTATION &
ENVIRONMENTAL SERVICES**

***Business &
Multi-Family
Recycling
Requirements***